



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

ASSESSOR/RECORDER/COUNTY CLERK

Class No. 000110

■ CLASSIFICATION PURPOSE

The Charter of the County of San Diego, article VI, provides for elected officers. The Assessor/Recorder/County Clerk is an elective officer who is nominated and elected according to general law. This is a one-position executive management class allocated only to the Assessor/Recorder/County Clerk's Office.

The Assessor/Recorder/County Clerk is responsible for:

Assessor: Locating, identifying and appraising all vacant land, improved real estate, business property, and certain mobile homes, boats and aircraft for property tax purposes.

Recorder: Accepting and recording legal documents required by law upon payment of proper fees and taxes; and maintaining birth, marriage and death records and indexes for San Diego County.

County Clerk: Issuing marriage licenses and performing civil marriage ceremonies, and registering fictitious business name statements, notaries public, process servers and professional photocopiers.

New: November 9, 1994
Revised: June 10, 2004

Assessor/Recorder/County Clerk: (Class No. 000110)

Union Code: EO

Variable Entry: N